

BID OPENING: OCTOBER 31, 2008

BIDS SHALL BE PUBLICLY OPENED AT 11:00 A.M., PREVAILING WASHINGTON, D.C. TIME.

ANY QUESTIONS BEFORE AWARD CONCERNING THESE SPECIFICATIONS CALL JIM MCWILLIAMS @202-512-0303. AFTER AWARD, REFER ALL QUESTIONS TO YOUR CONTRACT ADMINISTRATOR WHOSE NAME APPEARS IN THE UPPER PORTION OF THE PURCHASE ORDER. (202) 512-0307. NO COLLECT CALLS.

#### FACSIMILE BID SPECIFICATIONS

U.S. Government Printing Office (GPO)  
Washington, D.C.

GPO CONTRACT TERMS: Any contract which results from this Invitation for Bid will be subject to GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 6-01)) and Quality Assurance Through Attributes Program for Printing and Binding (GPO Publication 310.1, effective May 1979 (Rev. 8-02)).

PRODUCT: pads of 50 sheets (10 pads per shrink wrapped package)

TITLE: D-31 (03-Oct.2008) Confidentiality Notice

QUANTITY: 130,000,000 copies, 2,600,000 pads

TRIM SIZE: 8-1/2 x 5-1/2"

#### GOVERNMENT TO FURNISH:

One CD-ROM, generated on an IBM compatible, operating SYSTEM Windows XP, using OneFormDesignerPlus by Amgraf Version 4.7.2.1 and Acrobat Distiller 8.12 in PDF. One proof address label (reproducible and 2 carton labels (reproducible) to be used in place of GPO form 905. .

CONTRACTOR TO FURNISH: All materials and operations, other than those listed under "Government to Furnish," necessary to produce the product(s) in accordance with these specifications.

Prior to image processing, the contractor is responsible for checking files contained on the furnished electronic media to insure that such features as bleeds, register marks, and correct file output selection have been provided for, so as to correctly generate films for printing. The contractor must supply necessary trapping. Films must be generated on high resolution image processors.

PROOFS: 1 set of digital color content proofs of the form. At contractor's option, a film-based composite blueline may be submitted. Proofs must be created using the same Raster Image Processor (RIP) that will be used to produce the product. Proofs shall be collated with all elements in proper position (not pasted up), imaged face and back, trimmed, and folded to the finished size of the product.

Send proofs together with the furnished media (copy, transparencies, electronic files) directly to: US Census Bureau, Census Headquarters, RDF, Attn: Diane Michael 301-763-4447, 4600 Silver Hill Road, Suitland, MD 20746.

Contractor must call GPO Contract Compliance Section at (202) 512-0520 immediately upon sending/delivering proofs and immediately upon notification that the proofs are available for pickup at the department. Proofs will be withheld not more than 2 workdays from receipt in the department to when they are made available for pickup at the department. CONTRACTOR MUST NOT PRINT PRIOR TO RECEIVING AN "OK TO PRINT".

**STOCK/PAPER:** The specifications of all paper furnished must be in accordance with those listed herein or listed for the corresponding JCP Code numbers in the "Government Paper Specification Standards No. 11" dated February 1999.

**Text:** JCP A60 50 lbs. 25 x 38" All text paper used in each copy must be of a uniform shade.

**PRINTING:** Flat form prints head to head type and rule matter in black ink.

Contractor to match the final OK'd proofs.

**MARGINS:** (approx. FOLLOW ELECTRONIC MEDIA)

Face -- Head 3/8", foot 1/8", left 1/4", right 1/4"

Back -- Head 3/8", foot 1/8", left 1/4", right 1/4"

**BINDING:** Pad 50 sheets each. Pad on the 8-1/2" top. Contractor to furnish .020" chipboard, newsboard, or equal for back.

**PACKING:** Shrink wrap 10 pads per package.

**PACKAGING:** Cartons shall be of the appropriate dimensions so as to be stacked on the pallets, so that the length of each carton runs in the opposite direction to the row of cartons beneath/above, (\*i.e., interlocking 90-degree palletizing scheme), with carton labels facing out. Carton dimensions shall allow for this interlocking 90-degree palletizing scheme. The interlocking 90-degree palletizing must ensure all rows on all pallets are of the same dimensions. Pallets with overhanging cartons or rows will not be accepted.

**PALLETS/PALLETIZING:** All orders shall be shipped on pallets. Wood pallets are required with unnotched solid stringers allowing entry only from the ends. Pallets shall not have deck boards that overhang from the outside edge of the stringer. Plastic or pressboard pallets are not acceptable. Pallets must measure 48 x 42" (stringer measurement shall be the 48" dimension). Full two-sided entry on the 42" width dimension required. The entire pallet shall be shrink wrapped (including top and bottom). Maximum height allowance (including pallet) must not exceed 48".

**LABELING AND MARKING** (package and/or container label): Reproduce shipping container label from furnished repro, fill in appropriate blanks and attach to shipping containers.

**QUALITY ASSURANCE LEVELS AND STANDARDS:** The following levels and standards shall apply to these specifications:

**Product Quality Levels:**

(a) Printing Attributes -- Level III.

(b) Finishing Attributes -- Level III.

**Inspection Levels** (from ANSI/ASQC Z1.4):

(a) Non-destructive Tests -- General Inspection Level I.

(b) Destructive Tests -- Special Inspection Level S-2.

**Specified Standards:** The specified standards for the attributes requiring them shall be:

<u>Attribute</u>	<u>Specified Standard</u>
P-7. Type Quality and Uniformity	Furnished camera copy.

**QUALITY ASSURANCE RANDOM COPIES:** In addition to the Departmental Random Copies (Blue Label), the contractor may be required to submit quality assurance random copies to test for compliance against specifications. The purchase order/specifications will indicate the number required, if any. When ordered, the contractor must divide the entire order into equal sublots and select a copy from a different general area of each subplot. The contractor will be required to execute a statement furnished by GPO certifying that copies were selected as directed. Copies will be paid

for at the running rate offered in the contractor's bid and their cost will not be a consideration for award. A copy of the purchase order/specifications must be included.

Business Reply Mail labels will be furnished for mailing the quality assurance random copies. The copies are to be mailed at the same time as the first scheduled shipment. A U.S. Postal Service approved Certificate of Mailing, identified by Jacket and Purchase Order numbers, must be furnished with billing as evidence of mailing.

**DISTRIBUTION:** Ship f.o.b. destination.

**NOTE:** Contractor must provide 24-hour advance notice for all deliveries to the National Processing Center located at 1201 East 10th Street, Building 60-F, Jeffersonville, IN 47132. Verification of the number of copies that are guaranteed for on-time delivery must be communicated by e-mail to [npc.census.kit.forms@census.gov](mailto:npc.census.kit.forms@census.gov). The subject line of each e-mail message must contain the words "Shipping Activity Report for Jacket 350-586". The message text must include (1) Title; (2) Required delivery date; and (3) Number of copies guaranteed for on-time delivery. For multiple items, the title of each item shall be listed on a single separate line of the e-mail text. For jackets requiring more than one scheduled delivery date (delivery of partial quantities) a separate e-mail message must be provided in advance of each individual delivery date.

Deliver 10 sample copies (single sheets) to: US Census Bureau, Census Headquarters, RDF, Attn: Remote Delivery Facility 301-763-4447, 4600 Silver Hill Road, Suitland, MD 20746.

On or before November 7, 2008, deliver 10,000,000 copies (200,000 pads) to: US Census Bureau, National Processing Center, Attn: Receiving Office, 812-218-2018, 1201 East 10th Street, Bldg. 60-F, Jeffersonville, IN 47132.

On or before December 1, 2008, deliver 50,000,000 copies (1,000,000 pads) to: US Census Bureau, National Processing Center, Attn: Receiving Office, 812-218-2018, 1201 East 10th Street, Bldg. 60-F, Jeffersonville, IN 47132.

On or before December 22, 2008, deliver 50,000,000 copies (1,000,000 pads) to: US Census Bureau, National Processing Center, Attn: Receiving Office, 812-218-2018, 1201 East 10th Street, Bldg. 60-F, Jeffersonville, IN 47132.

On or before Jan. 7, 2009, deliver 20,000,000 copies (400,000 pads) copies to: US Census Bureau, National Processing Center, Attn: Receiving Office, 812-218-2018, 1201 East 10th Street, Bldg. 60-F, Jeffersonville, IN 47132.

All expenses incidental to returning materials, submitting proofs, and furnishing sample copies must be borne by the contractor.

**SCHEDULE:** Furnished material will be available for pick up at the U.S. Government Printing Office, 27 G St., NW, Washington, D.C. 20401, on October 31, 2008.

Submit proofs as soon as the contractor deems necessary in order to comply with the shipping schedule. Proofs will be withheld 2 workdays from receipt in the GPO until they are made available for pickup by the contractor.

Ship partial to arrive at destination on or before November 7, 2008

**SEE DISTRIBUTION:** for complete Delivery schedule.

Unscheduled material such as shipping documents, receipts or instructions, delivery lists, labels, etc., will be furnished with the order or shortly thereafter. In the event such information is not received in due time, the contractor will not be relieved of any responsibility in meeting the shipping schedule because of failure to request such information.

Toll Free WATS lines to the GPO are available to successful bidders to report information regarding compliance with schedule requirements under "SCHEDULE". The toll free number is 1-800-424-9470 or 9471 and for calls originating

in the Washington, D.C. area, (202) 512-0516 or 0517. Personnel answering these calls will be unable to respond to questions of a technical nature. These calls cannot be transferred to other telephones in GPO.

OFFERS: Offers must include the cost of all materials and operations for the total quantity ordered in accordance with these specifications. In addition, a price must be submitted for each additional ? copies. The price for additional quantities must be based on a continuing run, exclusive of all basic or preliminary charges and will not be a factor for determination of award.

	Price	Add'l 1,000
Jacket : Per specifications .....	\$ _____	\$ _____

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Authorized Representative

Fill out and return two copies of this page attached to GPO Form 910.

SUBMIT BIDS TO: U.S. Government Printing Office, Bid Section (PPSB), 45 G Street NW, Room B-104, Washington, D.C. 20404. **FACSIMILE BIDS are permitted. Submit TWO copies of each facsimile bid to FAX No. 202-512-1782, one bid per facsimile.** Refer to Solicitation Provisions in GPO Contract Terms (GPO Publication 310.2), Page 1, Paragraph 6.